BACKGROUND: In most cases, a genre/form term is changed from one form to another by changing the data in the 155 field of the authority record, rather than by deleting the existing authority record and creating a new one. The term in its new form retains the same authority record control number (010 field) that was originally assigned to the old term, and the old term becomes a 455 field (UF reference) in the authority record, coded to indicate that it is the earlier form of the current authorized term. If the authorized term appears as a broader term or related term (555 field) in other genre/form authority records, or if it has been used as an example in a scope note, it is changed in those records as well.

If a single authorized term is "split" into two or more new authorized terms, however, the original authority record is deleted, and new authority records are created for the new terms using new record control numbers. Authority records are also deleted in cases where duplication of records occurs.

This instruction sheet describes the procedures to be followed to change a genre/form term from one form to another or to delete a genre/form authority record. These procedures are presented in terms applicable to the Subject Heading Proposal System.

1. Retrieving the term in the Subject Heading Proposal System. In order to change a genre/form term to a new form, retrieve the term in the Subject Heading Proposal System. Click on the icon to the right of the term in the browse display, and in the dropdown menu click **Propose a change to this record**.

2. Priority 1 proposals. If the proposed change is being made for material that is handled on a priority 1 basis in the editorial process, such as CIPs, select the radio button labeled CIP.

3. Adjusting the 155 field. Change the term in the 155 field to the desired form.

4. References. Review the 455 and 555 fields to determine whether they conform to current policies for making references (see J 186-190). If any field is incorrect or inappropriate, change it or delete it as necessary. Add any additional 455 or 555 fields that may be required.

4. References. (Continued)

Except as stated below, add a 455 field containing the old form of the term. Identify it as the earlier form of the term by adding to the field a **$w** control subfield containing the data **nne**. Place the control subfield before the $a subfield. The $w subfield generates the notation **[Former heading]** on the tentative list and in *Library of Congress Genre/Form Terms for Library and Archival Materials*.   Omit this special 455 field under the following circumstances.

- When the old form of the term "normalizes" to the same string of characters as the new form, that is, when the old form is identical in all respects to the new form except for capitalization, diacritics, hyphens, etc. (Note, however, that when a hyphen is removed from a term and the hyphenated words are changed to a *single word*, the 455 from the old form should be made.)

- When the only change being made is the correction of a typographical error in the old form of the term.

5. Authority research information. Use 670, 675, and 952 fields to provide source citations, LC patterns, etc., applicable to the new form of the term, following the guidelines in J 162, Citation of Sources, and the procedures in J 140).

6. Other fields. Add or edit any other fields as necessary, such as the 680 and 681 fields. Follow the procedures described in J 140).

7. Bibliographic file maintenance. Indicate the total number of bibliographic records that will need to be updated as a result of the proposed change by adding a 952 field formatted as in the following example:

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952 ## $a Bib. records to be changed: 75
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If this field is already present in the record, edit it to reflect the number of bibliographic records being submitted with the current proposal. Do not add a second field of this type.

8. Saving and viewing the record. Save the proposed revision to the Subject Heading Proposal System by clicking **Save**. The proposed revision is now searchable within the system. Click the **Refresh** button on the browse display. The text of the term is displayed in brown, indicating that it is a proposed revision and not yet approved.

9. Changing the term in 555 fields in other records. Locate all authority records in which the term being changed has been used as a broader or related term; that is, those terms that are printed as NTs or RTs in *Library of Congress Genre/Form Terms for Library and Archival Materials* under the term being changed.

Retrieve each authority record in the Subject Heading Proposal System as described in sec. 1, above. In each record, change the data in the 555 field from the old form of the term to the new form, or delete the field if the reference is no longer valid under current guidelines (see J 186-190).   Follow the procedures described in J 135, *Changing References in Genre/Form Authority Records*.

   Note: If other obvious errors are present in any of these records, such as incorrect 455 or 555 fields, etc., correct those errors at the same time, insofar as it can be done within a reasonable length of time and without doing extensive research.

10. Changing the term where used as an example in other records. If the term being changed has been used as an example in a 680 field (scope note) in another record, there is a 681 field in the record reading *Example under [. . .]* or *Note under [. . .]*. If this field is present, revise those records as well.

11. Submitting the proposal. Make a printout of the revised authority record for the term that is being changed as well as printouts of all related authority records that were revised in conjunction with the proposal. In order to facilitate processing of the proposal for the tentative list, circle the tags of all fields that have been changed or added, using red ink if possible. It is not necessary to explicitly indicate fields that have been deleted. Submit the printouts to the Data Integrity Section together with the work being cataloged, if any, and marked-up printouts of any bibliographic records that will need to be changed. Once these printouts have been submitted to the Data Integrity Section, make no further changes to the online authority records in the Subject Heading Proposal System. If any further additions or changes are required, notify the Data Integrity Section or a policy specialist by telephone, email, or inter-office mail.

12. Deleting an authority record. Normally, a genre/form authority record may be deleted only if either: (a) the term is placed by a term already represented by another genre/form record; or (b) an existing term is being split into two or more new terms. If either of these conditions is met, submit a proposal to delete the record, as follows.

a. Retrieving the term in the Subject Heading Proposal System. Retrieve the demographic group term that is to be deleted. Click on the icon to the right of the term in the browse display, and in the dropdown menu click **Propose cancelling this heading**.

b. Priority 1 proposals. If the proposed deletion is being made for material that is handled on a priority 1 basis in the editorial process, such as CIPs, select the radio button labeled CIP.

c. Explanation of the cancellation. Add a 682 field to the record to explain why the record is being deleted. Select this note from the list provided in J 132.

d. Saving and viewing the record. Save the revised record to the Subject Heading Proposal System by clicking **Save**. The proposed deletion is now searchable within the system. Click the **Refresh** button on the browse display. The text of the term is displayed in brown, indicating that it is a proposed deletion and not yet approved.

e. Make a printout of the revised authority record for the term that is being deleted. In order to facilitate processing of the proposal for the tentative list, circle the tags of all fields that have been changed or added, using red ink if possible. Submit the printouts to the Data Integrity Section together with the work being cataloged, if any, and marked-up printouts of any bibliographic records that will need to be changed. Once these printouts have been submitted to the Data Integrity Section, make no further changes to the online authority records in the Subject Heading Proposal System. If any further additions or changes are required, notify the Data Integrity Section or a policy specialist by telephone, email, or inter-office mail.